



DEPARTMENT OF HEALTH CARE SERVICES
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT
CANCELLED

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF HEALTH CARE SERVICES	RELEASE DATE:	Friday, May 28, 2010
POSITION TITLE:	Chief, Fiscal Forecasting and Data Management Branch	FINAL FILING DATE:	Friday, June 11, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	05192010_1

POSITION DESCRIPTION

Under general direction from the Deputy Director, Administration Division, the Chief, Fiscal Forecasting and Data Management Branch plans, organizes, and directs the activities of the Branch. The Chief is responsible for all functions of the division, including (1) preparation of two annual estimates of current year and budget year Medi-Cal and Family Health assumptions and expenditure forecasts; (2) fiscal analyses of all legislative bills, regulation changes, proposed policy changes, and federal Medicaid changes potentially impacting Medi-Cal and Family Health local assistance expenditures; (3) preparation of Medicaid federal grant award requests and supplements; (4) monitoring actual versus budget Medi-Cal expenditures and advising the Director of the need for any corrective actions; (5) establishment and monitoring of annual allocations for county eligibility determination costs and setting performance standards for county workloads; (6) developing objective information and undertaking analytical studies that assist DHCS in achieving its mission and goals; and (7) performing in-depth analyses and reports in response to health care reform proposals issued by the Governor's Office and Legislature.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Extensive knowledge of statistical and fiscal forecasting techniques, the Medi-Cal and Family Health Programs, and the State's budgetary process.
- A working knowledge of the legislative processes, specifically those that pertain to fiscal matters impacting state operations.
- A good understanding of the State's Medi-Cal fund management practices and processes, especially in a multi-fund environment.
- A good understanding of Medi-Cal data processing and information technology.
- Demonstrated management skills necessary to lead, motivate, and develop staff.
- Demonstrated ability to advise, consult, and work cooperatively with departmental staff as well as legislators, federal government, and other public and private agencies.
- Demonstrated ability to communicate effectively, and to present logical and convincing arguments.
- Demonstrated ability to make both planned and impromptu presentations before a group of individuals on diverse, complex, and highly sensitive issues.
- Working knowledge of personnel and labor relations policies and practices.
- Understanding of, and commitment to, the effective implementation of the State and departmental equal employment policies.
- Experience providing testimony before Legislative Committees.

DESIRABLE CHARACTERISTICS

Creativity and Innovation - Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity - Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages

diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication - Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Fiscal Forecasting and Data Management Branch**, with the **DEPARTMENT OF HEALTH CARE SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of a Supplemental Application. Applicants are required to respond to the following six supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA 3 level. Responses to the supplemental items will be assessed based on a pre-determined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all six supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

SUPPLEMENTAL APPLICATION ITEMS:

1. Describe your ability, including leadership techniques, for organizing and motivating groups

and/or employees, directing the work of multidisciplinary professional and administrative staff, and dealing effectively with a variety of individuals, organizations, and state agencies.

2. Describe your ability to gain the confidence and support of top-level administrators, and advise on a wide range of fiscal forecasting and statistical matters.
3. Describe your knowledge of, and experience with, fiscal forecasting and statistical systems.
4. Describe your knowledge of, and experience with, the California legislative and budgetary processes, State control agencies, and other governmental entities that are necessary for effective program implementation.
5. Describe an experience that demonstrates your ability to analyze complex policy and fiscal problems, and make recommendations for effective courses of action.
6. Describe your knowledge of, and experience with, the Medi-Cal Program or other insurance-based programs that involve beneficiary eligibility, providers, and benefits.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- Responses to the Supplemental Items listed above.

Applications must be submitted by the final filing date to:

DEPARTMENT OF HEALTH CARE SERVICES, Human Resources Branch
P.O. Box 997411 MS 1301, Sacramento, CA 95899-7411
Tara Jackson | (916) 552-8345 | Tara.Jackson@dhcs.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Health Care Services, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Tara Jackson at Tara.Jackson@dhcs.ca.gov or at (916) 552-8345.

Questions regarding the position should be directed to Arleen Jacoway at Arleen.Jacoway@dhcs.ca.gov or (916) 440-7408.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the

performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>